



**United Way of North Idaho
North Idaho Early Learning Collaborative Coordinator position description**

Title: North Idaho Early Learning Collaborative Coordinator
Reports to: Community Impact Director
Status: Regular Full-Time / Non-Exempt
Salary: \$36,000-\$45,000 starting, with benefits

Purpose: To facilitate the review, update, continued development, and implementation of the combined Bonner and Kootenai County strategic plans to improve early childhood systems and outcomes.

Early Learning Collaborative Goals:

1. Invest in Early Care and Education Infrastructure
2. Maximize parental choice and knowledge of high quality Early Care and Education
3. Increase equitable access to quality Early Care and Education
4. Create a business alliance for family-friendly workplaces

JOB DESCRIPTION

Lead North Idaho Early Learning Advisory Committee (ELAC) and Early Learning Collaborative (ELC)

1. Gain an understanding of early care systems in north Idaho, as well as statewide efforts and coordination.
2. Maintain the local ELAC governance structure
3. Coordinate ELAC and ELC logistics such as scheduling meetings, sending reminders, preparing materials, and following up with members.
4. Delegate activities among members of ELAC and partners as appropriate
5. Act as liaison between ELC, United Way of North Idaho, Idaho Association for the Education of Young Children and Ready Idaho, and the community at-large, including reporting updates and new opportunities

Implement Early Care and Education strategic action plan

1. Utilizing needs assessment data and identified goals, support ELAC working groups to develop action items/tasks to accomplish identified goals
2. Implement benchmarks and reporting system to evaluate progress on action items
3. Responsible for ensuring grant reporting obligations and deadlines are met
4. Coordinate READY! for Kindergarten facilitation with local partners and Idaho Association for the Education of Young Children and statewide School Readiness team
5. Assist with distribution of family early care scholarships
6. Assist with distribution of child care provider business grants

Outreach & Marketing

1. In coordination with UWNI staff and contracted marketing services, promote the early care and education outreach campaign
2. Assist in managing social media presence



3. Increase family participation and engagement in the ELC

Administrative & General

1. Communicate with Community Impact Director, Executive Director, and UW staff as necessary for general awareness and for monthly reporting to the Board of Directors.
2. Assist with general office support, including answering phones, assisting at events, etc.
3. Other duties as assigned.

QUALIFICATIONS TO PERFORM JOB SUCCESSFULLY

Education and/or Experience

- Associates degree or equivalent experience.
- Three years' experience in community-based organizations, schools, and/or early care and education.

Skills

- Must have strong communication skills and collaborative approach
- Must be proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook).
- Must have experience with creating materials such as agendas, slide decks, spreadsheets, and working within cloud-based platforms such as Google Drive/Microsoft Teams
- Must have strong attention to detail, planning and time management skills.
- Must be self-starter with the ability to work independently towards organizational goals.
- Skilled project manager with demonstrated experience preferred
- Understanding of and commitment to the mission, vision, and goals of United Way of North Idaho preferred.
- Prefer knowledge of the five northern counties of Idaho.
- Background in early childhood care and education preferred

Mental demands

Duties require attention to detail, high degree of accuracy, reliability, timeliness, alertness, and use of judgment. Also requires writing ability, creativity, and concentration. Access to and use of confidential data where discretion/sensitivity is of utmost importance. Mature judgment and confidence.

Physical demands

Occasionally required to stand, reach, stoop, and handle and/or lift and up to 25 pounds. Must be able to check reports for completion and accuracy and to retrieve and transmit information. Use of general office environment equipment. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Applications accepted until position filled. Please send cover letter, resume, and references to:

Mark Tucker, Executive Director

United Way of North Idaho

Mark@uwnorthidaho.org | 208-667-8112 ext. 102